

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 7, 2016

The organizational meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Rob Rapheal at 7:00 p.m. on Thursday, January 7, 2016, at the School District Offices. Following the Pledge of Allegiance roll was called and the following members were present: Julie Corcoran, Dan Kieger, Karen Morehead, Luke Odegaard, Jill Olson, Robert Rapheal, Gail Theisen, and Superintendent Linda Madsen, ex officio.

3. ELECTION OF SCHOOL BOARD OFFICERS

President – Member Kieger nominated Member Rapheal for School Board President. As there were no further nominations, all members voted aye and Member Rapheal was elected as Board President for 2016.

Vice-President – Member Morehead nominated Member Kieger to the position of School Board Vice President. As there were no further nominations, all members voted aye and Member Kieger was elected as Board Vice-President for 2016.

Clerk – Member Kieger nominated Member Theisen to the position of School Board Clerk. As there were no further nominations, all members voted aye and Member Theisen was elected as Board Clerk for 2016.

Treasurer – Member Corcoran nominated Member Odegaard to the position of School Board Treasurer. As there were no further nominations, all members voted aye and Member Odegaard was elected Treasurer for 2016.

4. APPROVE MEETING AGENDA: The meeting agenda was reviewed and no changes were made.

5. SCHEDULED/UNSCHEDULED VISITORS:

Listening Session – Member Odegaard reported no visitors attended the Listening Session.

6. STUDENT ACHIEVEMENT:

Wyoming Elementary Principal Curt Slater, teachers and student reported on the “Wyoming Way”, ROAR (Respectful-On Task-Achiever-Responsible) expectations and the PBIS program.

Positive Happenings: School Board Members reported on the many school programs, events, meetings and events to district schools during the past month including: holiday concerts, school board delegate assembly, hockey and basketball games, family vacations, Lino Lakes food drive, Community Education Annual Forest Lake Children's Fund.

7. REPORTS:

Buildings & Grounds - Member Odegaard reported discussing RFP for on-site medical clinic and received a bond project and solar project update.

Finance – Member Odegaard reported receiving a FY 15 audit presentation from MMKR, reviewed FY 16 budget update and reviewed and discussed RFP for on-site health clinic.

Communications – Member Morehead reported discussing bond communications now called “Reshaping Opportunities for Success 2015-2020”, and WBWF.

EMID – Member Morehead reported they are in the process of preparing a new business model and approved funding for communications and website work for the new model.

Policy – Member Olson reported reviewing Drug-Free Workplace/Drug-Free School Policy 435, School Board Member Reimbursement Guidelines Policy 103A, Out-of-State Travel by School Board Members Policy 103B, Computer Software Copyright Policy 611 and New Policy 503: Enrollment of Nonresident Students.

Staff Welfare – Member Kieger reported receiving updates on: the bond project, solar project, 2016-17 budget and 2016-17 staffing, and discussed the Legislative Platform.

City of Forest Lake – Member Theisen reported the next city meeting is next week and FLake Festival runs February 13-20, 2016.

916 – There was no 916 report this week.

Reshaping Opportunities for Success 2015-20 – Business Director Larry Martini reported that DLR Architects and ICS Consulting are working on the secondary buildings and Martin Pevzner Engineering and Kraus Anderson Construction are working on the elementary buildings. The Design Liaison is Dr. Steve Massey and the Construction Supervisor is Mr. Mike Kopietz. The budget testing target date is February 15, 2016. Forest Lake and Forest View Elementary have preliminary design and pricing completed, will bid in February and plan to award bids in March. The remaining elementary schools and transportation building will begin preliminary design with staff and administration in February. An open house is scheduled March 31 from 6-7:30 pm at the high school media center where architects and construction managers will be available to discuss the projects and answer questions.

Superintendent's Report: Dr. Madsen reported that moving forward, the bond project will be referred to as Reshaping Opportunities for Success 2015-2020, Century Jr. High will be called the 7-8 building and the high school will be referred to as the 9-12 building. Representatives

from Kraus Anderson and ICS will be attending staff meetings with Dr. Madsen to answer questions about building projects, timelines, etc. She thanked them for attending these meetings. February 1 is the SEC Music Festival at Park High School in Cottage Grove, February 2 is the talent show at the high school and February 20 is the Rotary Plunge.

8. CONSENT AGENDA ITEMS: Member Kieger moved to approve Consent Agenda Items 8.1-8.3 and pulled Consent Agenda 8.4. The motion was seconded by Member Theisen, all members voted aye and the motion carried. Member Kieger moved approval of Agenda 8.4. The motion was 2nd by Member Theisen. Member Kieger moved to add an amendment to add the retirement of Jennifer Tolzmann, Director of Teaching and Learning. The amendment was 2nd by Member Theisen. Member Kieger congratulated and thanked Jennifer for her years of dedication to the district and the community. All members voted aye to accept the amendment. All members voted aye to approve Agenda 8.4 and the motion carried. Member Kiger moved to approve Consent Agenda Items 8.5-8.14. The motion was seconded by Member Theisen, all members voted aye and the motion carried.

8.1 Approved the Minutes of December 3 and 17, 2015

8.2 Approved the bills as of January 7, 2016

8.3 Approved Classified Personnel:

Resignation:

- Perez, Ilida – School Age Care Assistant Site Manager at Columbus Elementary, effective January 1, 2016.
- Schwab, Vicki – School Age Care Program Aide at the Central Learning Center Steps Ahead, effective December 22, 2015.
- Stephenson, Tara – Noon Duty Supervisor I at Wyoming Elementary, effective December 23, 2015.

Recommendation of Employment:

- Radue, Jessica – Substitute School Bus Driver, effective December 29, 2015.
- Wright, Shanna – ECFE Teacher Assistant at Lino Lakes Elementary Preschool, 6.25 hours per day and 30 weeks per year, effective January 4, 2016. (Open position)

Authorization of Transfer:

- Kemplin, Deanna – Special Education Paraprofessional II, from Forest Lake Sr. High to Linwood Elementary, 6 hours per day and 37 weeks per year, effective December 22, 2015.
- Schwartz, William – from Head Custodian at Forest Lake Sr. High to Buildings & Grounds Supervisor at the District Office, effective December 18, 2015. (Open position)

- Scott, Heidi – from Custodian, B shift at Forest View/Wyoming Elementary to Custodian, B shift at Southwest Jr. High/STEP, effective December 28, 2015. (Open position)

Leave of Absence:

- Boulineau, Kathleen – School Bus Aide, leave of absence from November 30, 2015 through January 11, 2016.
- Davalos, Irma – Cook Helper/Short Hour at Southwest Jr. High, unpaid leave of absence from December 10, 2015 through January 10, 2016.
- Kutz, Peggy – School Bus Driver, extend leave of absence from December 22, 2015 through January 25, 2016.
- Lathrop, David – School Bus Driver, leave of absence from December 16, 2015 through January 3, 2016.

Additional Hours:

- Werre-Lee, Lori – Cook Helper at Lakes International Language Academy from Cook Helper/Short Hour, 3.5 hours per day to Cook Helper/Long Hour, 4 hours per day and 175 days per year, effective January 4, 2016. These additional hours are due to increased student meal participation.

Additional Position:

- School Age Care Program Aide at Linwood Elementary, 2 hours per day and 40 weeks per year. This additional position to be paid for by Community Education.

8.4 Approved Licensed Personnel:

A. UNPAID LEAVE OF ABSENCE (LOA):

1. Germanson, Darla: 415 LOA for 2016-17
2. Nicklason, Cheryl: 3-year unpaid LOA starting approx 1/25/16
3. Stenglein, Danielle: unpaid LOA for approx dates: 6/1/16-6/7/16

B. NON-CURRICULAR ASSIGNMENT(S):

1. Biljan, Crystal: Jr High Swing Choir (CEN) & .33 Jr High Play Head/Asst (SW)
2. Brott, Andrea: .20 Student Council Advisor (WY)
3. Christianson, Jennifer: .33 Jr High Play Head/Asst (SW)
4. Held, Deidre: .20 Student Council Advisor (WY)
5. Lourey-Boedigheimer, Stephanie: Jr High Video Game Design (CEN)
6. Lundberg, Sadie: .20 Student Council Advisor (WY)
7. Marn, Jeffrey: Jr High Weight Training (CEN)
8. McDowell, Suzanne: Jr High Play Asst (CEN)

- 9. Muellner, Darlene: Theater/Musical: .05 Head, .05 1st Asst & .25 Asst (SR)
- 10. Mulroy, Kimberly: .34 Jr High Play Head/Asst (SW)
- 11. Stenglein, Danielle: .20 Student Council Advisor (WY)
- 12. Walsh, Savannah: Jr High Play Head (CEN)
- 13. Wiberg, Heidi: .20 Student Council Advisor (WY)

C. EMPLOYMENT:

Johannsen, Brittany: .5 FTE, effective 12/16/15

- 8.5 Continued participation in Adult Basic Education Consortium (Metro North ABE) through June 2016.
 - 8.6 Banks – US Bank, Wells Fargo, LaSalle Bank, PMA Financial Network, Inc., Minn. School District Liquid Asset Fund (MSDLAF), First State Bank of Wyoming, Security State Bank of Marine, Central Bank, First Resource Bank, TCF, Frandsen Bank & Trust
 - 8.7 Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Booth Law Group; Rupp, Anderson, Squires & Waldspurger, P.A.
 - 8.8 District Doctor – Dr. Julie Kammer.
 - 8.9 Fiscal Consultants – Springsted, Inc. and Ehlers & Associates, Inc.
 - 8.10 Meeting dates – Continue Regular School Board Meetings on the first Thursday of each month at 7 p.m., and committee meetings/School Board Meetings on the third Thursday beginning at 6 p.m.
 - 8.11 Authorized use of facsimile signatures on district checks per State law and School Board policies.
 - 8.12 Authorized the Director of Business Services or designee to make electronic fund transfers, stop payment requests, approve certain claims, approve contracts for budgeted goods and services, and approve change orders.
 - 8.13 Appointed Jennifer Tolzmann as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VII, and Carl Perkins for the Forest Lake Area Schools.
 - 8.14 Designated Superintendent as MDE Identified Official with Authority
9. Donations: Member Odegaard moved, 2nd by Member Kieger, to adopt the resolution and accept with appreciation the following donations: hats, mittens, scarves and socks valued at \$75 from Women of Faith, Faith Lutheran Church, FL to Scandia Elementary

for students; 1998 Chevrolet Metro from Carrie Dawson, St. Paul Park, and a 2000 Chevrolet Pickup and 2004 Buick from Charles and Katherine Benson, Scandia, to FLHS Auto Technology/Auto Skills program; \$858.00 from Full Court Club, FL, to ISD 831 for field house scoreboards; \$600 from Linwood Elementary PTA to Linwood Elementary to pay for half of the Scholastic Classroom Magazines; Pizza Hut and Domino's Pizza gift certificates from Glen Berg, FL, to ALC PBIS program valued at \$125.00; Juno System w/Lesson Capture from Medtronic Volunteer Grant Program, TX, to Scandia Elementary for new kindergarten classroom technology, valued at \$660.00; \$180 from Lakewoods Chiropractic, FL, to Linwood Elementary for wellness; hats, mittens, gloves and socks from Faith Lutheran Church, FL, to FL Elementary for students, valued at \$150; \$1,256.32 from FL/FV PTA to FV Elementary for paint supplies; 2500 magnetic business cards from Lisa Ash, Elk River, to Lino Lakes Elementary for projects, activities, etc., valued at \$464.14; \$5,000 from an anonymous donor to FLAS for professional development and substitute costs; \$2,626.51 from FL Fast Break Club to FLHS girls' basketball for payment for two assistant coaches; \$752.31 from Blue Line Club, FL to FLHS boys' hockey for bus expense on 12/29 and 12/22; \$500 from Interstate CM, FL, and \$500 from D. Voge, Wyoming, to Wyoming Elementary for educational use; \$858.00 from FL Girls' Basketball Fast Break Club to FLHS for scoreboards in the field house; \$200 from Regina Proulx, FL, to Columbus Elementary for milk money for students' in need; 3 Thanksgiving meals and 3 Christmas meals from Columbus Lions to Columbus Elementary. All members voted aye and the motion carried.

10. ROUTINE ACTIONS:

Member Kieger moved, seconded by Member Morehead, to approve Routine Actions items 10.1-10.13 for 2016. All members present voted aye and the motion carried.

10.1 ECSU – Member Kieger will continue as the Board Representative to Metro ECSU.

10.2 MSBA – Members Corcoran, Morehead and Theisen will be Board Representatives to the Minnesota School Boards Association.

10.3 TIES – Member Rapheal will continue as Board Representative to TIES.

10.4 MSHSL – Members Kieger and Odegaard were appointed Board Representative to the Minnesota State High School League.

10.5 EMID – Member Morehead will continue as the Board Representative to EMID.

10.6 SEE – Members Olson and Rapheal will be the Board Representatives to Schools for Equity in Education (SEE).

10.7 City of Forest Lake – Members Kieger and Rapheal will be the Board liaison to the City of Forest Lake.

10.8 Curriculum, Instruction and Equity Committee – Members Kieger, Morehead and Olson will be the Board Representatives to the Curriculum, Instruction and Equity Committee.

- 10.9 Special Ed Advisory Council – Members Kieger and Theisen will be Board Representatives to the Special Ed Advisory Council.
- 10.10 Appoint Community Education Advisory Council- Members Kieger and Rapheal will be Board Representatives to the Community Education Advisory Council.
- 10.11 Appoint Agriculture Education Advisory Board – Members Kieger and Odegaard will be Board Representatives to the Agriculture Education Advisory Board.
- 10.12 Appoint Emergency Services/Health Careers Advisory Board – Member Morehead will be the Board Representative to the EMS/HC Advisory Board.
- 10.13 Board Representative to 916 – Member Theisen will be the Board Representative to 916.
- 10.14 Member Morehead moved to designate the Forest Lake TIMES as the official School District Newspaper for 2016 at the quoted price of \$5.60 per column inch, 7 pt. type, 9 lines/inch. The motion was 2nd by Member Corcoran, all members voted aye and the motion carried.
- 10.15 School Board Salaries – Member Kieger moved to maintain the school board salaries of \$400/month. The motion was 2nd by Member Theisen, all members voted aye and the motion carried.

There was no change to the President receiving an additional stipend of \$400 per year, and the Clerk and Treasurer receiving an additional stipend of \$200 per year each.

- 10.16 President Rapheal announced the school board members to the following board committees. Member Morehead moved, 2nd by Member Corcoran to approve school board committees. All members present voted aye and the motion carried.

Buildings & Grounds – Jill Olson, Julie Corcoran and Gail Theisen
 Communications – Julie Corcoran, Karen Morehead
 Finance – Rob Rapheal, Luke Odegaard and Dan Kieger
 Policy – Jill Olson, Gail Theisen
 Staff Welfare – Rob Rapheal, Dan Kieger and Luke Odegaard

11. OLD BUSINESS:

- 11.1 Member Kieger moved to Direct the Superintendent and Administration to Make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefor for 2016-17. The motion was 2nd by Member Olson, by roll call vote all members present voted aye and the motion carried.

- 11.2 Member Kieger moved to approve Technology Acceptable Use and Safety Policy 540. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.
- 11.3 Member Morehead moved to approve new Policy – Chemical Use and Abuse Policy 443. The motion was 2nd by Member Corcoran, by roll call vote all members present voted aye and the motion carried.
- 11.4 Member Kieger moved to approve Proposed New Course: Chinese V. The motion was 2nd by Member Morehead, by roll call vote all members present voted aye and the motion carried.
- 11.5 Member Theisen moved to approve the Bond Project Labor Agreement. The motion was 2nd by Member Olson, by roll call vote all members present voted aye and the motion carried.
- 11.6 Member Kieger moved to accept the 2014-2015 Financial Audit. The motion was 2nd by Member Theisen, by roll call vote all members present voted aye and the motion carried.
12. NEW BUSINESS:
- 12.1 First Reading: School Board Member Reimbursement Guidelines – Policy 103A. This item will be placed on the next agenda for board action.
- 12.2 First Reading: Out-Of-State Travel by School Board Members – Policy 103B. This item will be placed on the next agenda for board action.
- 12.3 First Reading: Drug-Free Workplace/Drug-Free School Policy 435. This item will be placed on the next agenda for board action.
- 12.4 First Reading: New Policy 503: Enrollment of Nonresident Students. This item will be placed on the next agenda for board action.
- 12.5 First Reading: Propose Discontinuance of: Student Chemical Dependency Policy 526. This item will be placed on the next agenda for board action.
- 12.6 First Reading: Student Medication Policy 528. This item will be placed on the next agenda for board action.
- 12.7 First Reading: Computer Software Copyright Policy 611. This item will be placed on the next agenda for board action.

13. The School Board reviewed upcoming calendar dates

At 8:33 pm, Member Theisen moved, 2nd by Member Corcoran to recess the regular meeting to go into closed session to discuss negotiation strategy with Forest Lake Education Association. All members present voted aye and the meeting recessed.

The closed meeting convened at 8:47 pm. Roll call was taken and all members were present.

At 9:28 pm Member Theisen moved, 2nd by Member Morehead to go into open session. All members voted aye. At 9:28 pm the regular meeting was reconvened. Roll call was taken and all members were present.

As there was no further business, Member Olson moved to adjourn. The motion was seconded by Member Corcoran, all members voted aye, and the meeting adjourned at 9:29 p.m.

Rob Rapheal

President

Gail Theisen

Clerk